

STUDENT HANDOUT 1

Student Evaluation Plan

Overview

This student evaluation plan contains the information pertaining to PLDC content and training support package evaluation criteria; it lists the course graduation requirements that students must meet in order to graduate from the course.

**Student
Responsibilities**

Students must strive to:

- Conduct themselves in a professional manner at all times.
- Be at their appointed place of duty at the appointed time.
- Perform all work on their own, unless otherwise instructed.
- Meet or exceed course graduation requirements.
- Recognize their shortcomings and request assistance as needed.
- Avoid actions that are prejudicial to others in the class.
- Continuously progress academically.
- Demonstrate motivation and a positive attitude.
- Be personally responsible.

(REF: AR 351-1, para 1-10)

**Course
Structure**

The Primary Leadership Development Course (PLDC) is non-MOS specific, taught in an NCO Academy live-in environment (within local constraints) using classroom instruction with practical application, followed by hands-on, performance-oriented training, culminating in an extensive Field Training Exercise (FTX). Small Group Leaders (SGLs) assess your leadership potential and evaluate your ability to apply lessons learned and effectively lead classmates in a tactical environment.

Course Length

1. Active Component (AC) PLDC is a 4-week, 2-day course with training conducted 7 days each week, which includes an FTX portion that requires continuous operations for 24 hours.
 2. Reserve Component (RC) PLDC is a 2-week, 1-day course with training conducted 7 days a week, which includes an FTX portion that requires continuous operations for 24 hours. Soldiers must complete the PLDC Preresident Training Support Package (TSP) prior to attending the resident 15-day course.
-

**Course
Prerequisites**

1. Soldiers attending PLDC must meet the following prerequisites.
 - a. Sergeants (SGT) that are non PLDC graduates (may or may not have a PLDC waiver), and Private First Class (PFC) and Specialist (SPCs) selected to attend the Special Forces Qualification Course (SFQC), first priority of selection or
 - b. Specialists (SPCs), Promotable (P); Corporals (CPLs) (P). Soldiers in an MOS identified as a “STAR MOS”, second priority for selection or
 - c. SPC/CPL in an authorized leadership position, third priority for selection and
 - d. Must not exceed height and weight standards, and
 - e. Must be eligible for reenlistment and recommended by their immediate commander, and
 - f. Must have 6 months time in service (TIS) remaining upon graduation, and
 - g. Must not have been convicted of a misdemeanor crime of domestic violence (Lautenberg Amendment), and
 - h. If age 40 or over, must have completed a periodic physical exam within the last 5 years (This meets the CVSP requirements).
2. Soldiers with a P3 (one or more medical conditions which require significant limitation of military duty) or P4 (one or more medical conditions of such severity as to drastically limit military duty) profile must provide their military medical review board (MMRB) results along with their profile.
3. An APFT for students with permanent profiles must include an aerobic event. Return to units, without enrolling, soldiers reporting with a permanent profile that does not permit an alternate event. Soldiers with permanent profiles that permit an alternate event must meet course graduation requirements within the limits of their profile.
4. Students must take the APFT within 72 hours of enrollment. If a student fails the initial APFT, allow one retest in 7 to 14 days of the initial APFT.

(REF: AR 351-1, Chap 5, para 5-3d(8) and 5-33, AR 635-200, para 5-14, MSG R 29039Z JAN 99, DAMO-ZA, and TR 350-18, Chap 3, para 3-24)

**Enrollment
Requirements**

1. Soldiers reporting for training must have in their possession a completed and properly signed pre-execution checklist. Soldiers reporting for training without the checklist, signed by the soldier and unit commander, have 72 hours from the report date to provide the checklist with appropriate attachments. Commandants must return soldiers to their unit who fail to provide the checklist within this time frame.
2. SGLs will use the pre-execution checklist to verify routine prerequisites (as applicable) such as line scores, physical capacity or stamina, upper extremities, lower extremities, hearing, ears, psychiatric (PULHES), and DA Form 1059. Soldiers must have documentary evidence of security clearance, physical profile, and other non-routine prerequisites, as applicable, in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist suffices as certification that the soldier meets routine course prerequisites.

(REF: TR 350-18, Chap 3, para 3-25, and App H)

**Course
Graduation
Requirements**

To achieve course graduation requirements, you must score 70 percent or higher on the following examinations/evaluations (with the exception of Land Navigation which is 75 percent):

- a. Written Examinations I, II, III.
 - b. Army Physical Fitness Test (APFT). (IAW FM 21-20w/C1)
 - c. Physical Fitness Training (Train the Trainer Evaluation).
 - d. Drill and Ceremonies Evaluation.
 - e. Individual Training Evaluation.
 - f. Land Navigation Evaluation.
 - g. Both Leadership Evaluations.
-

**Physical
Requirements**

1. Students must be able to meet the following physical requirements during the course:
 - a. Pass the APFT.
 - b. Negotiate rough terrain under varying climatic conditions.
 - c. Conduct, demonstrate, and lead drill and ceremonies.
 - d. Conduct, demonstrate, and lead physical fitness training.
 - e. Walk a minimum of 3200 meters with LCE in a minimum of 3 hours.
 - f. Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
-

**Physical
Requirements,
continued**

- g. Lift and carry 50.0 lbs for extended distances during the (FTX).
- h. Occasionally lift and carry fuel, water, ammo, MREs, or sandbags in excess of 45.
- i. Perform low crawl, high crawl, and rush for three to five seconds.
- j. Move over, through, and around obstacles.
- k. Transport a casualty using one or two soldier carry.

2. Commandants may not supplement these course graduation requirements.

(REF: AR 350-41, Chap 9, para 9-4d, TR 350-10, Chap 2, para 2-7, ARTEP 7-8, and FM 21-18)

**Retest
Procedures**

1. If you fail any initial examination/performance evaluation, you will receive developmental counseling, remedial training and retest once. The one retest will cover the entire test and not just the portion you failed. Should you fail the initial APFT, you will receive remedial training and retest one time within seven to fourteen days.

2. Students passing the retest will receive their initial test score for grade averaging and class standing. Regardless of the your actual grade point achieved on any retest, the maximum allowable credit is 70 percent. However, the final retest score will become a part of your student record to establish the level of proficiency attained.

3. If you receive two failing scores (one initial test and one retest) on any single exam, the commandant must consider you for dismissal from the course.

NOTE: Due to the strict regimen of the course conduct of training, commandants must dismiss those students who fail a second retest based on a successful appeal.

(REF: AR 351-1, Chap 1, Para 1-10, Chap 5, para 5-30, and TR 351-10, Chap 2, para 2-9a)

**Student
Dismissal**

To protect students from unfair or illegal practices, commandants--through precise proceedings--must determine whether or not to dismiss students whose:

- Personal conduct is such that their continuation in the course is not appropriate.
- Academic progress, demonstrated motivation, attitude, or conduct is prejudicial to others in the class.
- Actions make it extremely unlikely they can successfully meet the standards for course graduation.

(REF: AR 351-1, para 1-10, which AR 350-1 will supersede.)

**Exam
Reference
Material**

1. All examinations are open book and will require you to apply knowledge to solve problems in an environment that simulates your duty position.

2. The test proctor will allow you to use any reference material available to you during the exam, for example: preresident modules, student handouts, publications issued for the course, personal notes, calculators, etc. These are subject to the following restrictions, you (Items a and b are at the commandants discretion):

a. Must not damage recoverable publications. This means that students will **NOT** TAB, fold, crease, highlight, or write on pages of **RECOVERABLE** publications. You may, however, tab recoverable reference material with a nonpermanent adhesive tab, such as a Post-it or other means that will not mark or damage the publication

b. May highlight and make marginal notes only on **NON-RECOVERABLE** reference material.

c. May not use handheld computers, cell phones, or beepers while testing.

3. All the material you use during the examination must be your own or material the NCOA issued for the your use, and not any material written by another student.

4. The intent is to ensure that you know the lesson material and how to research to find the correct answer.

Practice Test	Commandants will administer a practice test to familiarize students with taking a timed open book test. This is a 1-hour test and a 30-minute After Action Review (AAR). A GO on the pretest is not a graduation requirement.
Challenging Training	In PLDC students may not take any test or any part of a test as a graded pretest to meet course graduation requirements. SGLs conduct all training prior to testing.
Student Developmental Counseling Requirements	<p>1. Developmental counseling is a means of assisting and developing students and subordinates. Your SGL will counsel you in regards to:</p> <ul style="list-style-type: none">a. Negative and positive performance.b. Working as a team member.c. How well or how poorly you are performing.d. Attaining required standards.e. Setting personal and professional goals.f. Resolving personal problems.g. Conducting self-assessments. <p>2. Feedback is essential for students to know how they are performing and where they stand in the course. Developmental counseling is one of the most important tools of leader development feedback at PLDC. Instructors will continually counsel you on both your strengths and weaknesses on your performance throughout the course. All counseling must explain your progress to date. Small group leaders will conduct the following counseling as a minimum:</p> <ul style="list-style-type: none">a. Initial counseling using reception and integration counseling. This counseling should determine whether or not you have any personal problems or outside distracters that would interfere with your completing the course. This session must include the statement <u>“I will not acquire or provide inappropriate assistance before or during any test except as instructed (i.e. group activities) and will report any such inappropriate assistance before, during, or after the test administration.”</u> <u>This eliminates the DA Form 5286 requirement.</u>b. As required after each written examination and performance evaluation.

**Student
Developmental
Counseling
Requirements,**
continued

3. The SGL will use the results of the developmental counseling process to determine ratings for your AER and course academic records and reports.
4. This CMP does not limit SGLs to the general indicators in FM 22-100, App B, but SGLs should be precise, objective, and fair in the developmental counseling process.

(REF: TR 351-10, Chap 2, para 2-7g, TR 350-18, Chap 3, para 3-29, and FM 22-100, App B and App C)

NOTE: Counseling records play a major role in the event of favorable or unfavorable administrative personnel actions.

**Student
Recognition**

1. All students who meet course completion criteria receive a training proponent diploma. Diplomas must contain the following as a minimum:
 - a. Your full name, grade, complete course or phase title, course identification number, beginning and completion dates of the course, and number of class hours.
2. Diplomas issued **WILL NOT** reflect “nonresident”, “Reserve Component” or similar remarks.
3. Commandants will recognize the following graduates in support of AR 600-8-19, Chap 3, para 3.50c, that awards promotion points for:
 - a. Distinguished honor graduate. (15 promotion points).
 - b. Distinguished leadership award. (10 promotion points).
 - c. Commandant’s list. (5 promotion points).

(REF: TR 350-18, Chap 3, para 3-3 and 3-30, TR 351-10, Chap 2, para 2-7g(5) and para 2-16d)

**End of Course
Critique**

Each student must complete and submit an End of Course Critique questionnaire for the course. The SGL will ensure you accomplish this as close as possible to the end of the course. Commandants **WILL NOT** require students to provide any identification data on the critique forms.

(REF: Course Management Plan (CMP) Chap 2, p 2-7.)

Course Structure The following table provides a listing of all Training Support Packages and a brief synopsis of their content:

TSP NO./ TITLE	TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS
A201, Inprocessing/APFT/ Weigh-in	Students receive advance sheets, required publications, administrative processing, and height and weight evaluation. Students must take the initial Army Physical Fitness Test (APFT) within the first 72 hours as a graduation requirement. Allowed one retest before dismissal.
A203, Billets Maintenance	Trains soldiers on how to conduct inspection of living area, wall locker displays, and common living areas.
C200, Commandant's Orientation	The Commandant's welcome, orientation, and briefing on local Standing Operating Procedures (SOP). This includes a safety briefing, standards of conduct expected while attending the course, and introduces the staff and faculty. It also describes PLDC graduation requirements and outlines the requirements for special consideration during the course. Developed by local academy commandant.
C201, Introduction to PLDC	SGLs provide an overview of the Primary Leadership Development Course and explain the objectives and course standards. They also discuss course content, explain the small group process, and cover study requirements and techniques.
*C202, 400-022-8201, Effective Communication	Explains the communication model, verbal and non-verbal communication, and the three levels of listening. Explains the importance of clear and concise communication and how to use communication skills to convey ideas that help accomplish missions and tasks.
F200, Field Training Exercise	The SGLs demonstrate how students should prepare for and conduct squad level missions and introduce the students to conducting collective training. The FTX serves as the culmination of PLDC. The students receive continuous evaluation on their demonstrated leadership ability. The FTX includes discussion on opposing forces (OPFOR) and operations security (OPSEC), explains the fundamentals of movement, movement techniques, squad level fire and maneuver, and how to use visual hand and arm signals as control measures. It allows students to demonstrate their ability to apply all lessons learned and lead a team/squad on a tactical mission in a stressful, combat-simulated environment. Students participate in both defensive and offensive operations when given specific squad missions and platoon operations orders.
**L201, 400-022-1201, Introduction to Army Leadership	Identifies the Army leadership framework and describes Army leadership. Identifies the three levels of leadership and the human dimension role in leader development, the four skill groups and the three action groups of a direct leader.
**L202, 400-022-1202, Duties, Responsibilities, and Authority of NCOs	Discusses the inherent duties and basic responsibilities belonging to noncommissioned officers. Explains what the Army expects of NCOs as they lead soldiers on a day-to-day basis and prepares them to be leaders on the battlefield.
**L203, 400-022-1203, What a Leader Must Be, Know, and Do	Identifies the Be, Know, and Do characteristics necessary to provide effective military leadership.

TSP NO./ TITLE (Cont.)	TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS
**L204 400-022-1204, Conduct Developmental Counseling	Discusses counseling techniques, responsibility to counsel, forms of influence; reasons for counseling and processes for counseling and the pitfalls. Explains the use of and preparation of DA Forms 4856, 2166-7-1 and 2166-7.
L206, Equal Opportunity (EO)/Sexual Harassment	Explains indications of EO problems and the NCOs role in support of EO and affirmative action. Also discusses Sexual Harassment.
*L207, 400-022-1207, Soldier Team Development	Discusses the importance of working as a team and how to develop effective soldier teamwork. Describes the actions of the small-unit leader during each of the three stages of team development.
L209, 121-008-1496 Supervise the Implementation of Financial Readiness Actions	Teaches the various steps for planning individual and family finances. Discusses the services and programs provided by the Army Community Service Center. Also teaches the different types of military pay entitlements and allowances. Explains what information should appear in the different sections of the Leave and Earnings Statement and Net Pay Advice based on preparation for real world contingencies.
M202, 081-831-1043, Field Hygiene and Sanitation	Discusses environmental threats to health that are present during field operations. Discusses preventive health measures such as protection against arthropods and animals, poisonous plants and toxic fruits, diseases and illnesses, and noise hazards. Trains soldiers how to monitor soldiers' personal hygiene and physical and mental fitness.
M203, 400-022-2504 Combat Orders	Explains the various combat orders to include the purpose, basic format, and content of each type of order. Develops the skills necessary to interpret and prepare oral combat orders and discusses troop-leading procedures.
M204, 400-022-1288, Introduction to MILES	Conducts preoperational inspection and adjusts the sights to engage targets with the Multiple Integrated Laser Engagement System (MILES).
M205, 400-022-2205, Rifle Marksmanship (Train the Trainer)	Explains how to improve a soldier's rifle marksmanship skills. Explains individual weapons safety procedures on a rifle range. Trains soldiers how to coach and improve the fundamentals of rifle marksmanship.
M206, NBC Defense	Trains soldiers on two NBC tasks essential to survival in an NBC environment. Students learn how to supervise the fitting and wear of the protective mask and submit an NBC 4 Report.
M207, Map Reading	Explains the fundamentals of map reading. Students must successfully complete a written map reading examination as a graduation requirement.
M208, 071-329-1009, Land Navigation	Explains the fundamentals of land navigation and how to navigate from point-to-point on the ground using a military map. Students must successfully move from one point on the ground to another using a military map, coordinate scale, protractor, and a lensatic compass.

TSP NO./ TITLE (Cont.)	TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS
M209, Environmental Awareness	Demonstrates awareness and understanding of the U.S. Army Environmental Program.
P201, 400-022-4201, Army Physical Fitness Training (Train the Trainer)	Informs a soldier of the Army's Physical Fitness policies and publications to aid in fitness development. Discusses the objectives and components of the fitness program. Trains enforcement of the key factors of physical fitness.
P202, 400-022-4202, Conduct Drill and Ceremony	Concentrates on commands, individual movements, formations, marching, honors, and inspections: purpose and procedures.
P203, 400-022-4203, Wearing of the Uniform	Identifies the appropriate wear and appearance of the Army uniform and how to prepare the uniform for inspection.
P204 400-022-4204 Plan and Conduct an Inspection	Explains the purpose and types of inspections along with how to plan and conduct inspections.
*P205, Identify the Historical Progression and Significant Contributions of the NCO Corps	Identifies the historical progression and significant contributions of the noncommissioned officer corps from the pre-Revolutionary War period to the role of the noncommissioned officer, as it exists today.
*P206, Maintaining Discipline	Identifies the NCOs role in maintaining unit discipline. Explains actions he can take or recommend to maintain discipline within his team or section. Explains the Army Homosexual Policy.
*R201, 400-022-1158, Supply	Trains students how to recognize their role in supply procedures, the meaning of property responsibility and accountability, the use of the hand receipt and discusses the Command Supply Discipline Program (CSDP).
**R202 400-043-3201, Supervise Preventive Maintenance Checks and Services (PMCS)	Discusses the four levels of maintenance, to include; maintenance forms; before, during, and after operations checks; use of technical manuals and PMCS.
S201, Study Hall	Provides students time to adequately study and prepare for the next day's lessons. Allows an instructor to recognize and assist students in correcting poor study habits.

TSP NO./ TITLE (Cont.)	TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS
S202, Training Support Activities	Hours used at the commandants' discretion for retraining/retesting, equipment issue/turn-in, travel time as required to/from training areas, physical fitness testing and sustainment, religious activities, and other non-Program of Instruction (POI) hours that require instructor contact hours (ICH).
S203, Student Counseling	Reception and integration counseling and additional counseling as required.
T201, Training the Force	Explains the Army's training doctrine and how leaders apply the doctrine in their unit. Provides instruction on how to conduct individual training with emphasis on training the trainer. Students learn how to prepare and conduct individual training.
T202, 400-022-5205, After Action Review	Teaches soldiers how conduct an AAR and discover for themselves what happened during a training event. Students must conduct and participate in After Action Reviews throughout the course.
T203, 400-022-5203, Risk Management	Discusses safety factors that increase the risk of accidents in training. Discusses the theory and process of reducing incidents of fratricide and the risk management process.

*Reserve Component soldiers receive this instruction in the pre-resident modules only.

** Reserve Component soldiers receive this instruction in the pre-resident modules and during the resident phase of training.